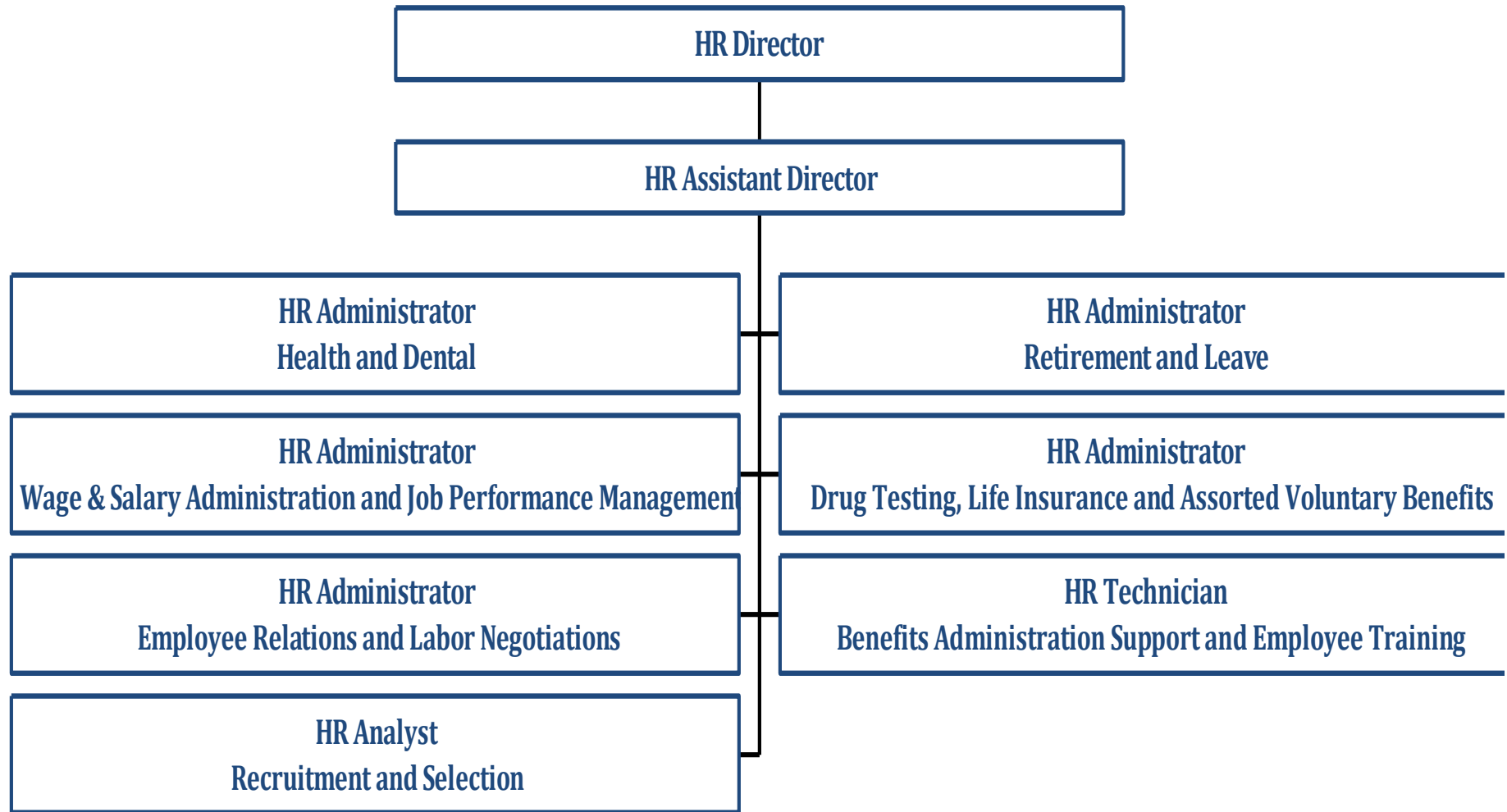


PERSONNEL AND STAFFING

CANDIDATES' INFORMATION BRIEFING
JULY 15, 2014

Director – Mitchell L. Hose

ORGANIZATIONAL CHART



HUMAN RESOURCES FUNCTIONS

- **Recruitment & Selection**

- Vacancies approved by Budget
- Selection made by hiring manager
- Directors serve at the pleasure of County Executive with Council confirmation

- **Benefits**

- Health
- Pension (90% funded based on market value)
- Other (leave, life, education reimbursement, dental, assorted voluntary benefits, etc.)

- **Labor Relations**

- Collective Bargaining with Law Enforcement, Corrections & Fire
- County Executive includes results of negotiations as part of budget, subject to Council approval

- **Employee Relations**

- Disciplinary actions authorized by supervisor/management with HR advice, review and counsel
- Appeals / Grievances final decision rendered by County Executive or appointing authority (e.g. Sheriff)

- **Wage and Salary**

- Each position placed in a grade
- COL and Annual Increments subject to budget
- 3 year Classification Review Process

- **Employee Training**

- **Human Resources Information System**

- Management & Maintenance of Employee Data

NON-INTERFERENCE

- **212 (a)**
 - Neither the Council nor any of its members shall appoint, dismiss, or give directions to any individual employee of the Executive Branch of the Government, except as may be provided by State law or this Charter.
- **212 (b)**
 - Notwithstanding subsection (a) of this section, it shall be the duty of the Executive to provide any information that is requested by the Council in writing for the purpose of introducing and evaluating legislation or to engage in the review and monitoring of Government programs, activities, and policy implementation.

APPOINTMENT AND REMOVAL OF DEPARTMENT HEADS

Directors

- **412 (a)**

- The Executive shall appoint an individual to head each principal operating department under the control of the Executive, subject to confirmation of Council. Individuals appointed under this subsection shall serve at the pleasure of the Executive.

- **412 (d)**

- If the Council fails to take action within thirty days upon an appointment made by the Executive pursuant to this section, the appointment shall become effective.

OTHER

- **413**

- When a vacancy occurs in the position of the Chief Administrative officer or the head of any principal operating department under the control of the Executive, the Executive shall appoint an acting Chief Administrative Officer or acting head of the department to serve for a period not exceeding six months. This limit may be extended by the Council for a period of time not to exceed an additional four months.

- **806**

- All appointed officers and employees of the Government holding office at the Effective Date of the Charter shall continue to be employed at their existing compensation, subject, however, to the provisions of any relevant personnel laws, rules, or regulations. Provisions relating to the qualifications for the appointed offices provided in this Charter shall become effective whenever vacancies occur in the appointed offices after the Effective Date of the Charter.

PLAN OF ORGANIZATION

- **414 (a)**
 - The Executive shall make an evaluation of the structure, organization, functions, powers, and duties of each department, agency and office under the Executive's control within fourteen months of the Executive's election.
- **414 (b)**
 - The Executive shall report the results of the evaluation to the Council within the time frame established in subsection (a) of this section, along with any recommendations that require legislative authorization and which the Executive believes would increase the efficiency and effectiveness of the County government. If recommendations are made pursuant to the subsection, the Executive shall, along with the Executive's report, include a plan for implementing the recommendations.

PLAN OF ORGANIZATION

- **414 (c)**
 - The Council shall consider the Executive's recommendations that require legislative authorization and the plan implementation.
- **414 (d)**
 - At the discretion of the Executive, the Executive at any time may alter, adjust, modify or in any manner change the structure, functions, powers and duties of any department, agency or office under the Executive's control if alteration, adjustment, modification or change does not require legislative authorization.